

DIRECTOR OF FINANCE
(Unclassified)

DEFINITION

To plan, direct and review centralized accounting, treasury, revenue collection and licensing, data processing, purchasing, central stores, and central services functions; and to assist the City Manager in coordinating the development, analysis and implementation of the annual City budget.

SUPERVISION EXERCISED AND RECEIVED

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of professional, technical and clerical staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Develop and implement goals, objectives, policies and priorities.

Plan, organize, direct and control the financial activities of the City including the accounting, treasury, revenue collections, licensing, data processing, purchasing, central stores, central services, and employee insurance and benefits functions.

Acts as chief financial officer for the Redevelopment Agency.

Plan, organize, and direct the preparation, implementation and control of the City's annual operating budget and capital improvement budget; forecast city revenues, expenditures and year-end balances.

Review, evaluate, and recommend improvements to the City's administrative and financial internal control systems and procedures and insure audit compliance.

Direct the design, implementation, and control of automated financial system.

Prepare and present financial and administrative reports and resolutions to the City Council as well as Council committees.

EXAMPLES OF DUTIES (continued)

Represent the City Manager before citizens, elected officials, committees and Boards on financial and administrative matters of the City.

Provide financial support and assistance to City departments.

Direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the City Manager and City Council.

Supervise rent review program and attend Rent Review Board meetings.

Serve as Treasurer-Controller for the East Bay Dischargers Authority (EBDA).

Select, supervise, train and evaluate staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and methods of finance administration, particularly in the areas of accounting, budgeting, auditing, and data processing.

Modern office practices, procedures, methods and equipment.

Laws regulating the financial administration of City government.

Modern principles and practices of purchasing, stores and risk management.

Budget preparation, program analyses, and revenue forecasting.

Principles and practices of organization, administration, and personnel management.

Ability to:

Develop and install sound accounting systems and procedures.

Prepare complex financial statements, reports, and analyses.

Supervise, train and evaluate professional, technical and clerical staff.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of progressively responsible experience in accounting and financial work including considerable administrative and supervisory experience.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in accounting or business administration.

PROBATIONARY PERIOD: One year

1118CS80

December 1980

APP GROUP: 1

FPPC STATUS: Designated

FLSA STATUS: Exempt